

■ WORKING CONDITIONS

Recreation Aide
Recreation Leader I and II

These positions work between 10 – 30 hours per week and are assigned to a variety of recreational facilities.

Candidates must be available and willing to work weekdays, afternoons, and evenings and all day Saturdays, Sundays and holidays.

During summer, assignments may include day and evening schedules.

Recreation Specialist

This part-time position works between 10 – 30 hours per week and are generally scheduled to work in the afternoons, nights, and/or weekends. Positions assigned to the senior fitness center and/or senior information and referral areas are scheduled to work mid-morning to mid-afternoon hours.

Lifeguard I and II

These positions work between 10-30 hours per week.

Tiny Tot Aide
Tiny Tot Specialist
Gymnastics Specialist

This entry-level position generally works up to 20 hours per week.



■ APPLICATION PROCESS

Applicants must submit an official City application and supplemental questionnaire to:

*City Of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista CA 91910*

Candidates whose applications indicate education and/or experience most directly related to the position will be invited to participate in the selection process.

All notifications will be sent via standard US mail.

These recruitments will remain open on a continuous basis. All applications for these positions will be maintained for a period of one year.

Applicants seeking additional information regarding these positions should contact the Human Resources Department at (619) 691-5096.

Applications may be downloaded from our website www.chulavistaca.gov.

*Assigned Analyst:
Cleve Jacobs (619) 585-5743
cjacobs@ci.chula-vista.ca.us*

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to Medicare). The City and the employee each contribute 3.75% of the employee's salary to PARS.

PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

SMOKING POLICY

The City of Chula Vista has a policy that prohibits smoking in all City buildings and vehicles.

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation contact the Human Resources Department.

EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.



announces
JOB
OPPORTUNITIES
IN RECREATION
Exam # 06761101

Recreation Aide
Recreation Leader I
Recreation Leader II
Recreation Specialist
Lifeguard I
Lifeguard II
Gymnastics Instructor
Tiny Tot Aide

Published: 01/18/2006

FILING DEADLINE:
5 pm Friday, June 30, 2006



JOBS IN RECREATION(Unclassified/Hourly Positions)

■ RECREATION AIDE

\$8.91 - \$10.83 hourly

Assist with various recreational activities at a variety of City recreational facilities, which may include community centers, swimming pools, playgrounds, ball fields and gymnasiums. Duties include, but are not limited to the following: check out equipment; advise patrons of regulations on the use of facilities; maintain supplies; assist in the operation and maintenance of a recreational area; and perform other duties as assigned.

Minimum Qualifications: Completion of tenth grade and at least 15 ½ years old at time of application. Students under 18 years old who attend high school must acquire a valid work permit issued by the local board of education/school district. File request in recreation

■ RECREATION LEADER I

\$10.21 - \$12.41 hourly

Organize, coordinate and lead various recreational activities at a variety of City recreational facilities.

Minimum Qualifications: Combination of one-year experience working with youths/adults in a structured recreation program and completion of 12th grade supplemented by 30 college units.

License/Certificate: American Red Cross Certification in First

■ RECREATION LEADER II

\$11.73 - \$14.26 hourly

Organize, coordinate and lead structured recreational activities either for youths at participating middle schools sites or for therapeutic/inclusion program participants at a variety of City recreational facilities.

Minimum Qualifications: Combination of one-year experience working with youths/adults in a structured recreation program and completion of 12th grade supplemented by 30 college units. Previous experience as a Recreation Aide is desirable.

License/Certificate: American Red Cross Certification in First

■ RECREATION SPECIALIST

\$14.09 - \$17.12 hourly

Organize and supervise recreation facility classes, fitness centers, senior information, mobile recreation programs; and performs related work as required.

Minimum Qualifications: Completion of 12th grade supplemented by 30 units from an accredited college or university AND two years experience in specialized area applicable to a municipal recreation program. Experience in coaching, arts and crafts, cheer, dance, tutoring, working with children or seniors, sports and fitness programs are highly desirable.

Must obtain First Aid/CPR certification within 90 days of hire. Possession of American Council on Exercise certificate is highly desirable for position that is assigned to the fitness center at Normal Park Senior Center.

■ LIFEGUARD I

\$12.90 - \$15.68 hourly

Performs rescues, administers First Aid, prevents accidents, enforces regulations at City pools, and may assist with instructional swimming programs.

Minimum Qualifications: Must be 16 years of age at time of application. Possession of current American Red Cross certification cards for Cardio-Pulmonary Resuscitation (CPR) for the Professional Rescuer (or American Heart Association Basic Lifesaving Certificate), Community First Aid and Safety, and Lifeguard Training.

Desirable Certification: American Red Cross First Aid for Public Safety Personnel.

■ LIFEGUARD II

\$14.19 - \$17.24 hourly

Supervises the activities of swimmers in and around a pool; provides first aid; rescues persons in distress or danger of drowning; and performs other duties as required.

Minimum Qualifications: Must be 16 years of age at time of application. Possession of current American Red Cross certification cards for Cardio-Pulmonary Resuscitation (CPR), First Aid Public Safety Personnel, Lifeguard Training and Water Safety Instructor.

Copies of all certificates (front and back) MUST be attached to be considered for all Lifeguard positions. Must be kept current during employment.

■ GYMNASTICS SPECIALIST

\$14.09 - \$17.12 hourly

Organize, promote, supervise and instruct various tumbling and gymnastics classes for boys and girls four years of age or older; teaches fundamental skills in an age-appropriate progression with an emphasis on safety and supervises the activities of Gymnastic Aides and performs other duties as assigned.

Minimum Qualifications: Two-years of part-time experience teaching or assisting with organized group tumbling and/or gymnastic classes in a municipal, non-profit, or commercial setting. Any combination equivalent to education and/or experience in closely related fields may be substituted for actual instructional experience.

License: Possession of Red Cross certification in First Aid and CPR.

Prior experience as a gymnast is highly desirable.

■ TINY TOT AIDE

\$11.73 - \$14.26 hourly

Assist in the development and implementation of age-appropriate activities such as storytelling, arts and crafts, music, games, and other activities.

Minimum Qualifications: Completion of 12th grade supplemented by 30 units in child development or a closely related field from an accredited college or university AND one year experience assisting with organized group activities for children 3-5 years of age in a municipal, non-profit, or commercial setting.

■ TINY TOT SPECIALIST

\$14.09 - \$17.12 hourly

Plan and carry out educational programs to help prepare children for kindergarten. May supervise and train Tiny Tot Aides; plan and organize a comprehensive activity program for children 3-5 years of age; develop curriculum that will foster learning, motor development, socialization and positive self-esteem.

Minimum Qualifications: Completion of 12th grade supplemented by 30 units in child development or a closely related field from an accredited college or university AND two years part-time or full-time teaching or assisting with organized group activities for children 3-5 years of age in a municipal, non-profit, or commercial setting.



Supplemental Application Form Recreation Unclassified Hourly Positions Exam Number 06761101

Human Resources
276 Fourth Avenue
Chula Vista CA 91910
Job Hotline (619) 691-5096

Last Name

First Name

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INSTRUCTIONS: Before completing this application, read the requirements that are stated on the job announcement. If you do not meet these requirements, do not apply as your application will be rejected. This questionnaire is NOT a substitute for the official City application. You must complete both forms completely. The information contained in the employment and supplemental applications will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Failure to complete both forms will result in immediate disqualification from the recruitment process.

Positions Available

Please indicate which position(s) you wish to be considered by checking "YES". You will be considered, IF FOUND ELIGIBLE, for position(s) that you marked "yes".

Check "NO" if you do NOT wish to be considered for the position(s). You will NOT be considered, even if found eligible, for position(s) that you marked "no".

Recreation Aide	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recreation Leader I	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recreation Leader II	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recreation Specialist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gymnastics Specialist	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Lifeguard I	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lifeguard II	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tiny Tot Aide	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tiny Tot Specialist	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Education

Please check **highest** level completed:

<input type="checkbox"/> 10th grade	<input type="checkbox"/> AA / AS degree
<input type="checkbox"/> High School / GED	<input type="checkbox"/> Bachelor's degree
<input type="checkbox"/> One year of college	

Major Field of Study: _____

Major Field of Study: _____

Do you have at least thirty (30) units in child development or any related field?

☐ Yes ☐ No

If "yes", please specify related field of study: _____

SUPPLEMENTAL QUESTIONNAIRE

Recreation Unclassified Hourly Positions

Exam Number 06761101

Experience

1. How much experience do you have in performing recreation duties?

☐ None ☐ Less than 1 year ☐ One year but less than 2 years ☐ More than 2 years

2. Do you have knowledge of and/or experience in the following areas?

Running a fitness facility and/or fitness classes ☐ Yes ☐ No

Recreation programming ☐ Yes ☐ No

Running after-school and mobile recreation programs/day camps ☐ Yes ☐ No

Athletics ☐ Yes ☐ No

3. How much experience do you have in supervising others in a recreation environment?

☐ None ☐ Less than 1 year ☐ One year but less than 2 years ☐ More than 2 years

4. How much experience do you have in teaching or assisting with organized group tumbling and/or gymnastic classes in a municipal, non-profit or commercial setting?

☐ None ☐ Less than 1 year ☐ One year but less than 2 years ☐ More than 2 years

5. How much experience do you have in teaching or assisting with organized group activities for children 3-5 years of age in a municipal, non-profit, or commercial setting?

☐ None ☐ Less than 1 year ☐ One year but less than 2 years ☐ More than 2 years

6. Are you currently employed by the City of Chula Vista?

☐ Yes ☐ No

If "yes", please specify:

Position Title: _____

How long? _____

Department: _____

Bilingual Skills / Age Requirement

Do you possess any bilingual skills? ☐ Yes ☐ No

If "yes", please specify: _____

Are you at least 15 1/2 years old at the time of application?

☐ Yes ☐ No

SUPPLEMENTAL QUESTIONNAIRE

Recreation Unclassified Hourly Positions

Exam Number 06761101

Certification

Do you possess any of the following certificates? (Note: Copy/copies of certificate(s) MUST be attached to your application).

Basic CPR	<input type="checkbox"/> Yes	<input type="checkbox"/> No
American Red Cross First Aid Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
American Red Cross CPR	<input type="checkbox"/> Yes	<input type="checkbox"/> No
American Red Cross CPR for Professional Rescuer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
American Heart Association BLSC	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Community First Aid and Safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lifeguard Training	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Working Conditions

Are you willing and able to:

work part-time 10-30 hours per week?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
work weekends, afternoon and evening shifts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
work Saturdays, Sundays and holidays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
undergo criminal background check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Certificate from Applicant

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Name

Signature

Date